

FORM V: Vacations of Easements or Right-of-way– DRB

Please refer to the DRB meeting schedules for dates and deadlines. Your attendance is required.

>> INFORMATION REQUIRED FOR ALL VACATION APPLICATIONS

- ☐ Interpreter Needed for Meeting? ☐ if yes, indicate language: _____
- ☐ A Single PDF file of the complete application including all documents being submitted must be emailed to PLNDRS@cabq.gov prior to making a submittal. Zipped files or those over 9 MB cannot be delivered via email, in which case the PDF must be provided on a CD. PDF shall be organized with the Development Review Application and this Form V at the front followed by the remaining documents in the order provided on this form.
- ☐ Zone Atlas map with the entire site clearly outlined and labeled
- ☐ Letter of authorization from the property owner if application is submitted by an agent
- ☐ **VACATION OF PRIVATE EASEMENT**
- ☐ **VACATION OF PUBLIC EASEMENT**
- ☐ **VACATION OF RIGHT-OF-WAY – DRB**
- ☐ **VACATION OF RIGHT-OF-WAY – COUNCIL**
 - ☐ Justification letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-6(K)(3)
 - ☐ Copy of the complete document which created the easement(s) (7 copies, folded)
Not required for City owned public right-of-way.
 - ☐ Drawing showing the easement or right-of-way to be vacated (7 copies, not to exceed 8.5" by 11")
 - ☐ If easements, list number to be vacated _____
 - ☐ If right-of-way, square footage to be vacated (see IDO Section 14-16-6-6(K) _____)
 - ☐ Proof of Neighborhood Meeting per IDO Section 14-16-6-4(C)
 - ☐ Office of Neighborhood Coordination neighborhood meeting inquiry response
 - ☐ Proof of email with read receipt OR Certified Letter offering meeting to applicable associations
 - ☐ If a meeting was requested/held, copy of sign-in sheet and meeting notes
 - ☐ Required notices with content per IDO Section 14-16-6-4(K)(6)
 - ☐ Office of Neighborhood Coordination notice inquiry response, notifying letter, and proof of first class mailing
 - ☐ Proof of emailed notice to affected Neighborhood Association representatives
 - ☐ Buffer map and list of property owners within 100 feet (excluding public rights-of-way), notifying letter, and proof of first class mailing
 - ☐ Sign Posting Agreement (not required for easements if IDO Section 14-16-6-6(K)(2)(a) is satisfied)

The vacation must be shown on a DRB approved plat recorded by the County Clerk within one year, or it will expire.

I, the applicant or agent, acknowledge that if any required information is not submitted with this application, the application will not be scheduled for a public meeting, if required, or otherwise processed until it is complete.

Signature:

Date:

Printed Name:

☐ Applicant or ☐ Agent

FOR OFFICIAL USE ONLY

Case Numbers:

Project Number:

Staff Signature:

Date:

